Travel Expense Report

Employee Name:		Location of Trip:	
Employee Position:		Purpose of Trip:	
Employee ID:		Dates of Trip:	
Employee SSN:		Trip Reference:	

Date	Ref#	Description	Lodging	Transport	Fuel	Meals	Entertain.	Phone	Supplies	Misc.	Total
		Sub Totals									
										Total	

Approved:

Comments: